



Department
for Education

Private fostering return 2014 to 2015

COLLECT guide for local authorities

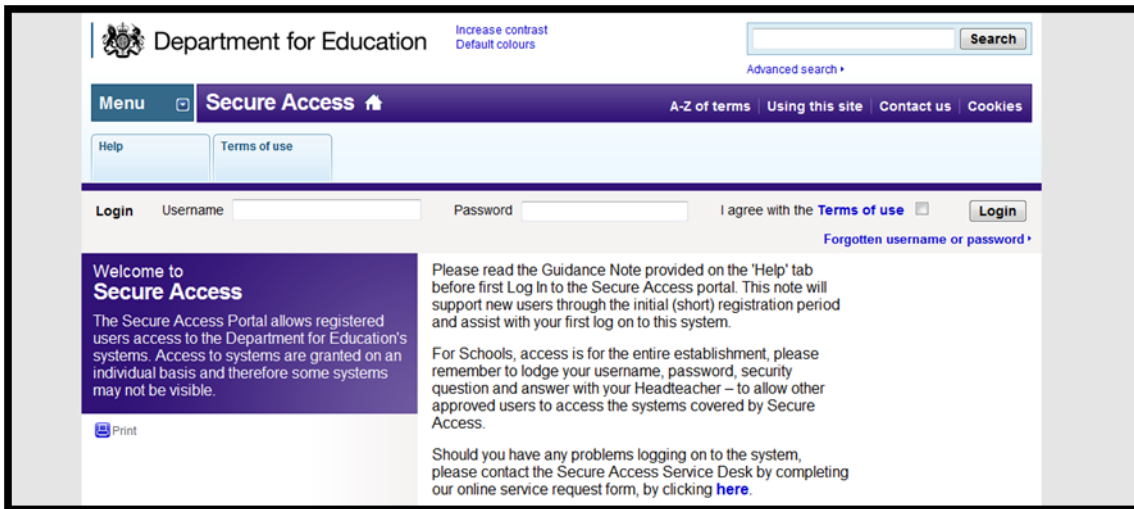
April 2014

Contents

COLLECT and Secure Access	3
Add return on screen	5
Open return	5
Submit return	6
Export to file	6
Launch reports	6
Delete return	6
Adding a return on screen	6
Completing Section 1	8
Completing Section 2	10
Error correction	11
Navigating to an error	12
Error messages	13
Annotating a return	16
Submitting a return	17
Exporting data	18
Help	19
COLLECT issues and Private Fostering queries	19
Secure Access issues	19

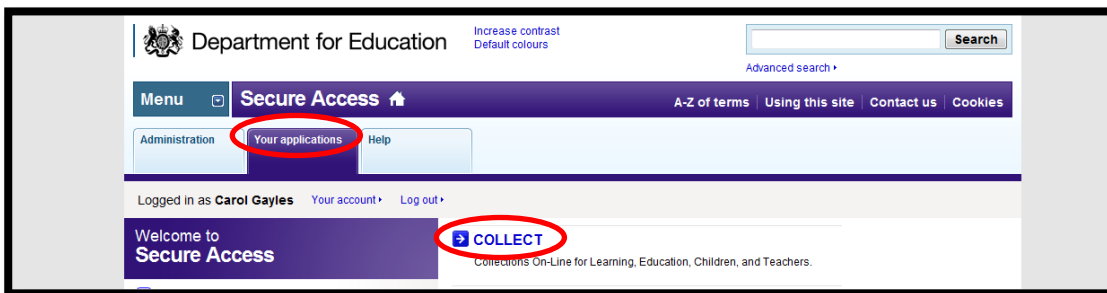
COLLECT and Secure Access

Access to the private fostering COLLECT blade is now through the department's [Secure Access System](#) (SA) on the [Secure Access Website](#).



If you are a new user and require access to COLLECT, you will need to contact your local authority approver.

Full Secure Access guidance is published on the [Secure Access Website](#).



Once successfully registered, open the 'Your applications' tab to access COLLECT, as highlighted in the screenshot above.

On the 'COLLECT Portal' page Click on 'Continue'



Highlight 'Private Fostering 1314' and click on 'Select Data Collection'

Collection Name	Source	Department	Status	Start Date	Count
PrivateFostering1314	Source	Darlington	Open	30/05/2014 00:00:00	57
PrivateFostering1314	Collector	Department for Education	Open	30/05/2014 00:00:00	57
PrivateFostering1314	Administrator	Department for Education	Open/Live	30/05/2014 00:00:00	57
School Preference Secondary Return 2014	Administrator	Department for Education	Open/Live	14/03/2014 00:00:00	-20
School Preference Secondary Return 2014	Collector	Department for Education	Open	14/03/2014 00:00:00	-20
SchoolCensus 2010_Spring	Administrator	Department for Education	Testing/Live	21/01/2010 00:00:00	-1533

Page 3 of 5

Select Data Collection

This will take you to the main 'Source Page' which provides a summary of the latest position with respect to the selected data collection.

COLLECT Portal

Source Page PrivateFostering1314

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>

Statuses can be:

No_Data	Data hasn't been loaded
Loaded	Data loaded but not submitted
Submitted	Data loaded and submitted
Authorised	Data loaded, submitted by LA and Authorised by DFE
Amended_by_source	Data amended by LA
Rejected	Data load rejected – due to invalid format and/or contents
Amended_by_collector	Data amended by DFE

An explanation of the function keys are:

Add return on screen

Once this has been pressed the form will appear on the next screen.

Open return

This option is greyed out until data is loaded and is used to access the loaded data for editing or viewing.

Submit return

This option is greyed out until data is loaded and is used to submit the data to the DFE – this should only be done when the data is complete and clean. Once the LA submits the return control then passes to the DFE for data verification.

Export to file

This option is greyed out until data is loaded and is used to export the loaded data either as a single XML file or as a CSV File.

Launch reports

There are no reports associated with Private Fostering returns.

Delete return

This option is greyed out until data is loaded and is used to delete the LA data from the system.

Adding a return on screen

The screenshot displays the 'MY DATA RETURN' interface. At the top, it shows 'The status of your data return : No_Data' and three input fields for 'Errors : 0', 'Queries : 0', and 'OK Errors : 0'. Below this is a section titled 'What can I do with My Data Return?' containing a list of buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'Add Return on screen...' button is circled in red. To the right of each button is a brief description of its function. Below this is a section titled 'What is happening to My Data Return?' with three columns: 'Data Return Submission' (Date Submitted), 'Data Return Approval' (Date Approved), and 'Data Return Authorisation' (Date Authorised). At the bottom, there is a section titled 'I need some help' with contact information for the help desk.

To add a return for a LA, the user must click the 'Add Return on Screen' button.

The next screen to appear is the Private Fostering web form.

Add new record ? Save Cancel

Private Fostering 1314 - Darlington

Section One - Numbers of Children Section Two - Breakdown by Age and Place of Birth

Section One - Numbers of Children

Data Item	Value	Return Level Notes		OK Errors	Notes	History
		E	Q			
Data for the year to 31 March 2014						
1	Local Authority Code:	<input type="text"/>	0	0	0	
2	Number of notifications of new private fostering arrangements received during the year in accordance with Regulation 3(1) and Regulation 5(1) of the Children (Private Arrangements for Fostering) Regulations 2005:	<input type="text"/>	0	0	0	
3	Number of cases where action was taken in accordance with the requirements of Regulation 4(1) and Regulation 7(1) of the Children (Private Arrangements for Fostering) Regulations 2005 for carrying out visits:	<input type="text"/>	0	0	0	
4	Of those in question 3, the number of cases where this action was taken within 7 working days of receipt of notification of the private fostering arrangement:	<input type="text"/>	0	0	0	
5	Number of new arrangements that began during the year:	<input type="text"/>	0	0	0	
6	The number of private fostering arrangements that began ON or AFTER 01/04/2013 where visits were made at intervals of not more than six weeks:	<input type="text"/>	0	0	0	
7	The number of private fostering arrangements that began BEFORE 01/04/2013 that were continuing on 1 April 2013	<input type="text"/>	0	0	0	
8	The number of private fostering arrangements that began BEFORE 01/04/2013 continuing on 1 April 2013 where scheduled visits in the year were completed in the required timescale	<input type="text"/>	0	0	0	
9	Number of private fostering arrangements that ended during the year:	<input type="text"/>	0	0	0	
Data as at 31 March 2014						
10	Number of children under private fostering agreements:	<input type="text"/>	0	0	0	

There are 2 sections of the form, the user must complete Section 1 and save this data, this will then allow the user to move on to complete Section 2.

Completing Section 1

Private Fostering 1314

Add new record ? Save Cancel

Private Fostering 1314 - Darlington

Section One - Numbers of Children Section Two - Breakdown by Age and Place of Birth

Section One - Numbers of Children

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Data for the year to 31 March 2014						
1	Local Authority Code:	0	0	0		
2	Number of notifications of new private fostering arrangements received during the year in accordance with Regulation 3(1) and Regulation 5(1) of the Children (Private Arrangements for Fostering) Regulations 2005:	0	0	0		
	Number of cases where action was taken in accordance with the					

Click on 'Save', the Local Authority Code will be then automatically pre-populated in Question 1 as highlighted above.

Click on Edit, this will then allow the User to add data values in questions 2-10.

All Errors All Notes Add View Edit Delete Status

Private Fostering 1314 [163] - Barking and Dagenham

Section One - Numbers of Children Section Two - Breakdown by Age and Place of Birth

Section One - Numbers of Children

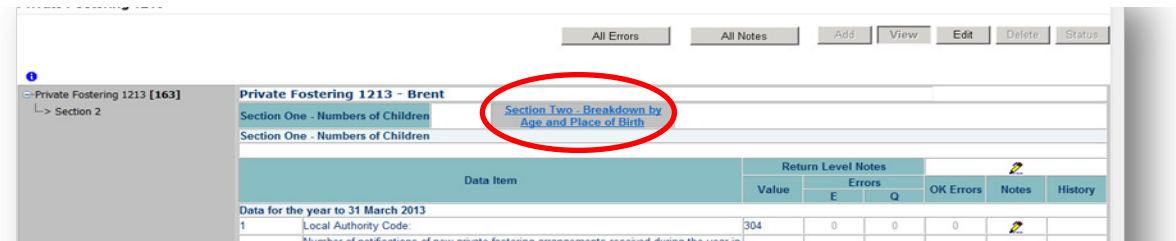
Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Data for the year to 31 March 2014						
1	Local Authority Code:	301	0	0	0	
2	Number of notifications of new private fostering arrangements received during the year in accordance with Regulation 3(1) and Regulation 5(1) of the Children (Private Arrangements for Fostering) Regulations 2005:		3	1	0	
3	Number of cases where action was taken in accordance with the requirements of Regulation 4(1) and Regulation 7(1) of the Children (Private Arrangements for Fostering) Regulations 2005 for carrying out visits:		4	2	0	
4	Of those in question 3, the number of cases where this action was taken within 7 working days of receipt of notification of the private fostering arrangement:		3	1	0	
5	Number of new arrangements that began during the year:		4	1	0	
6	The number of private fostering arrangements that began ON or AFTER 01/04/2013 where visits were made at intervals of not more than six weeks:		3	1	0	
7	The number of private fostering arrangements that began BEFORE 01/04/2013 that were continuing on 1 April 2013		3	1	0	

Please Note: Once data has been saved in Section 1, the COLLECT system recognises errors that have occurred. The number of errors shall reduce once Section 2 has been completed. All users please make sure data is completed on Section 2 before looking at 'All Errors'.

Completing Section 2

After saving the data in Section 1 a number of errors will appear. In order to navigate to Section 2, please use the following steps:

Please click Section Two - Highlighted in Blue and circled below.



Once the user has clicked on the link, the Section 2 page will appear (shown below). Before a user can input any values onto the form they must click the 'Edit' Button. The user will then be able to add data to Section 2.

The screenshot shows the 'Private Fostering 1213 - Section 2 - Brent' form. The main content area has a tab for 'Section Two - Breakdown By Age and Place of Birth' selected. Below this, there is a table with columns for 'Place of Birth', 'Age at 31 March', and 'All Children'. The table has 5 main age groups (1, 2, 3, 4, 5) and 4 sub-columns (E, N, H) for each. The 'All Children' column is also present. The table shows data for 'A = All Children' through 'G = Oceania'.

Place of Birth	Age at 31 March												All Children			
	1			2			3			4				5		
	E	N	H	E	N	H	E	N	H	E	N	H	E	N	H	
A = All Children	4			4			4			4			4			4
B = UK	4			4			4			4			4			4
C = Europe (other)	4			4			4			4			4			4
D = Africa	4			4			4			4			4			4
E = Asia	4			4			4			4			4			4
F = Middle East	4			4			4			4			4			4
G = Oceania	4			4			4			4			4			4

Please Note: When a value is added onto Section 2, the COLLECT System automatically saves the data. Therefore, the user will not need to save data as there is no 'Save' button available on this section of the form.

Error correction

As stated previously, please complete Section 2 before starting error correction.

To view the errors within a return you can either click on the 'All Errors' Button, or on the relevant error field highlighted in red.

Private Fostering 1213 - Section 2

Private Fostering 1213 [163]
 Section 2

Private Fostering 1213 - Section 2 -
 Section One - Numbers of Children
 Section Two - Breakdown By Age and Place of Birth

Section Two - Breakdown by Age and Place of Birth
 Total number of children whose private fostering arrangement began between 1 April 2012 and 31 March 2013, by age and place of birth

Place of Birth	Age at 31 March																All Childre
	1			2			3			4			5				
	E	N	H	E	N	H	E	N	H	E	N	H	E	N	H		
A = All Children	4			4			4			4			4			4	
B = UK	4			4			4			4			4			4	
C = Europe (other)	4			4			4			4			4			4	
D = Africa	4			4			4			4			4			4	
E = Asia	4			4			4			4			4			4	
F = Middle East	4			4			4			4			4			4	
G = Oceania	4			4			4			4			4			4	

Brent

Error report on 20/03/2013 at 13:55

Return
Details

Count 163

Rule No.	Return Level	Error Message	Priority OK'd	Notes	Field	Value
		2 Notifications of New Private Fostering is mandatory	Errors		2 Notifications of New Private Fostering	null
1459		This item should be greater than or equal to zero	Errors			
		3 No. of cases where action was taken is mandatory	Errors			
1451		Item 3 should be less than or equal to Item 2	Errors			
1450		Please Check: Number of children where action was taken in accordance with the requirements for carrying out visits is less than 90% of the number of notifications	Queries			
1459		This item should be greater than or equal to zero	Errors			
		4 No. of cases action taken 7 working days is mandatory	Errors			
1452		Item 4 should be less than or equal to Item 3	Errors			
1453		Please Check: Number of cases where required action was taken within 7 working days is less than 70%	Queries			
1459		This item should be greater than or equal to zero	Errors			

Page 1 of 17

Once the user has clicked the 'All Errors' button they will be taken to the blade error report. A user can view details of a particular error, by clicking on the 'Details' button.

Please note, for the 2013-14 PF1 collection, we will be operating 'Clean Data Submit' in COLLECT. This means LAs will not be able to submit their return with outstanding errors. Returns must be error-free before they can be submitted in COLLECT. Queries will not be affected by this change.

Navigating to an error

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in the case below).

Once the user has clicked this 'Value', they will then be taken to the section where that error is occurring.

Blade Error Report - PrivateFostering1213

Brent Error report on 20/03/2013 at 13:55 Count 163

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
		2 Notifications of New Private Fostering is mandatory	Errors			2 Notifications of New Private Fostering	null
1459		This item should be greater than or equal to zero	Errors				
		3 No. of cases where action was taken is mandatory	Errors				
1451		Item 3 should be less than or equal to Item 2	Errors				
1450		Please Check: Number of children where action was taken in accordance with the requirements for carrying out visits is less than 90% of the number of notifications	Queries				
1459		This item should be greater than or equal to zero	Errors				
		4 No. of cases action taken 7 working days is mandatory	Errors				
1452		Item 4 should be less than or equal to Item 3	Errors				
1453		Please Check: Number of cases where required action was taken within 7 working days is less than 70%	Queries				
1459		This item should be greater than or equal to zero	Errors				

Page 1 of 17 1 2 3 4 5 6 7 8 9 10 ...

Error messages

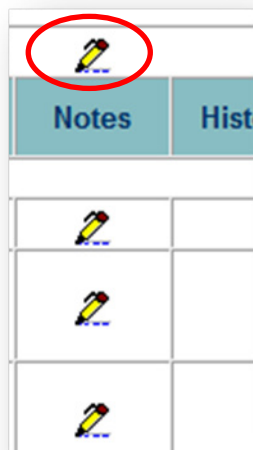
Below is a comprehensive list of all errors that may appear once a user has completed data onto the Private Fostering Return.

Validation Number	Calculation / Additional info	Validation Message Displayed
SECTION 1		
0070	Item 1 needs standard 3 digit Local Authority education code.	LA number is invalid
1450	<p>Item 2 is the number of notifications of new private fostering arrangements received during the year in accordance with Regulation 3(1) and Regulation 5(1) of the Children (Private Arrangements for Fostering) Regulations 2005</p> <p>Item 3 is the number of cases (i.e. notifications) where action was taken in accordance with the requirements of Regulation 4(1) and Regulation 7(1) of the Children (Private Arrangements for Fostering) Regulations 2005 for carrying out visits</p> <p><i>If item 3 < 0.9 * item 2 then the following warning should appear:</i></p>	Please Check: Number of children where action was taken in accordance with the requirements for carrying out visits is less than 90% of the number of notifications
1451	Item 3 should be less than or equal to Item 2	Item 3 should be less than or equal to Item 2
1452	<p>Item 4 is the number of cases where this action was taken within 7 working days of receipt of notification of the private fostering arrangement</p> <p><i>Item 4 should be less than or equal to Item 3</i></p>	Item 4 should be less than or equal to Item 3
1453	<i>If item 4 < 0.7 * item 3 then the following warning should appear:</i>	Please Check: Number of cases where required action was taken within 7 working days is less than 70%
1454	Item 5 is the number of new private fostering arrangements that began during the year	Item 6 should be an integer and should be <= Item 5.

Validation Number	Calculation / Additional info	Validation Message Displayed
	Item 6 is the number of new private fostering arrangements that began on or after 1 April 2013 where visits were made at intervals of not more than six weeks <i>Item 6 should be an integer and should be less than or equal to item 5.</i>	
1455	<i>If item 6 < 0.70 * Item 5 then the following warning should appear:</i>	Please Check: Number of arrangements where visits were made at intervals of not more than six weeks is less than 70%
1456	Item 8 is the number of private fostering arrangements that began before 1 April 2013 where visits were made at intervals of not more than twelve weeks <i>Item 8 should be an integer and should be less than or equal to item 7</i>	Item 8 should be an integer and should be <= Item 7.
1457	<i>If item 8 < 0.70 * Item 7 then the following warning should appear:</i>	Please Check: Number of arrangements where visits were made at intervals of not more than twelve weeks is less than 70%
1459	All boxes should be greater than or equal to zero. – applies to all items in section 1	This item should be greater than or equal to zero.
n/a	All items are mandatory <i>(set all fields as mandatory)</i>	Item is mandatory
SECTION 2		
1460	For 1: $A = B+C+D+E+F+G+H+I+J$	For row 1, column A must equal columns B+C+D+E+F+G+H+I+J
1461	For 2: $A = B+C+D+E+F+G+H+I+J$	For row 2, column A must equal columns B+C+D+E+F+G+H+I+J
1462	For 3: $A = B+C+D+E+F+G+H+I+J$	For row 3, column A must equal columns B+C+D+E+F+G+H+I+J
1463	For 4: $A = B+C+D+E+F+G+H+I+J$	For row 4, column A must equal columns B+C+D+E+F+G+H+I+J
1464	For 5: $A = B+C+D+E+F+G+H+I+J$	For row 5, column A must equal columns B+C+D+E+F+G+H+I+J
1465	For 6: $A = B+C+D+E+F+G+H+I+J$	For row 6, column A must equal columns B+C+D+E+F+G+H+I+J
1466	For A: $1+2+3+4+5 = 6$	For column A, row 6 must equal rows 1+2+3+4+5
1467	For B: $1+2+3+4+5 = 6$	For column B, row 6 must equal rows 1+2+3+4+5
1468	For C: $1+2+3+4+5 = 6$	For column C, row 6 must equal

Validation Number	Calculation / Additional info	Validation Message Displayed
		rows 1+2+3+4+5
1469	For D: 1+2+3+4+5 = 6	For column D, row 6 must equal rows 1+2+3+4+5
1470	For E: 1+2+3+4+5 = 6	For column E, row 6 must equal rows 1+2+3+4+5
1471	For F: 1+2+3+4+5 = 6	For column F, row 6 must equal rows 1+2+3+4+5
1472	For G: 1+2+3+4+5 = 6	For column G, row 6 must equal rows 1+2+3+4+5
1473	For H: 1+2+3+4+5 = 6	For column H, row 6 must equal rows 1+2+3+4+5
1474	For I: 1+2+3+4+5 = 6	For column I, row 6 must equal rows 1+2+3+4+5
1475	For J: 1+2+3+4+5 = 6	For column J, row 6 must equal rows 1+2+3+4+5
1476	For A: Row 6 must = Item 5	Column A, row 6 must equal item 5 in section 1
1459	All boxes should be greater than or equal to zero. – applies to all boxes in Section 2	This item should be greater than or equal to zero.
n/a	All items are mandatory (set all fields as mandatory)	Item is mandatory

Annotating a return



A user can add notes against data items. This is done by selecting the note icon (pencil), as shown above.



The user will then be taken to the notes page, as shown above. To add a note to a query please click the 'Add New Note' button and explain reasons as to why the query cannot be rectified.

Submitting a return

Once the LA user is happy for their return to be submitted for DFE access they will need to return back to their Collect page.

The screenshot shows the 'MY DATA RETURN' interface. At the top, the Department for Education logo and 'COLLECT Portal' are visible. A navigation bar includes a 'Back to My COLLECT page' link circled in red. The main content area displays the status of the data return as 'Loaded_and_Validated', with 159 errors, 4 queries, and 0 OK errors. Under the heading 'What can I do with My Data Return?', a list of buttons is provided: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...' (circled in red), 'Export to file...', 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding instruction. Below this, the 'What is happening to My Data Return?' section shows three columns: 'Data Return Submission' (Date Submitted), 'Data Return Approval' (Date Approved), and 'Data Return Authorisation' (Date Authorised). At the bottom, there is a 'I need some help' section with a link to the help page.

And select the Submit Return button.

Exporting data

COLLECT provides options to export data returns in CSV or XML format. Exporting data can be performed by clicking on the 'Export to file' button.

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Loaded_and_Validated', 'Errors : 159', 'Queries : 4', and 'OK Errors : 0'. Below this, a section titled 'What can I do with My Data Return?' contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...' (circled in red), 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding instruction. At the bottom, there are three tabs: 'Data Return Submission', 'Data Return Approval', and 'Data Return Authorisation'.

Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT.

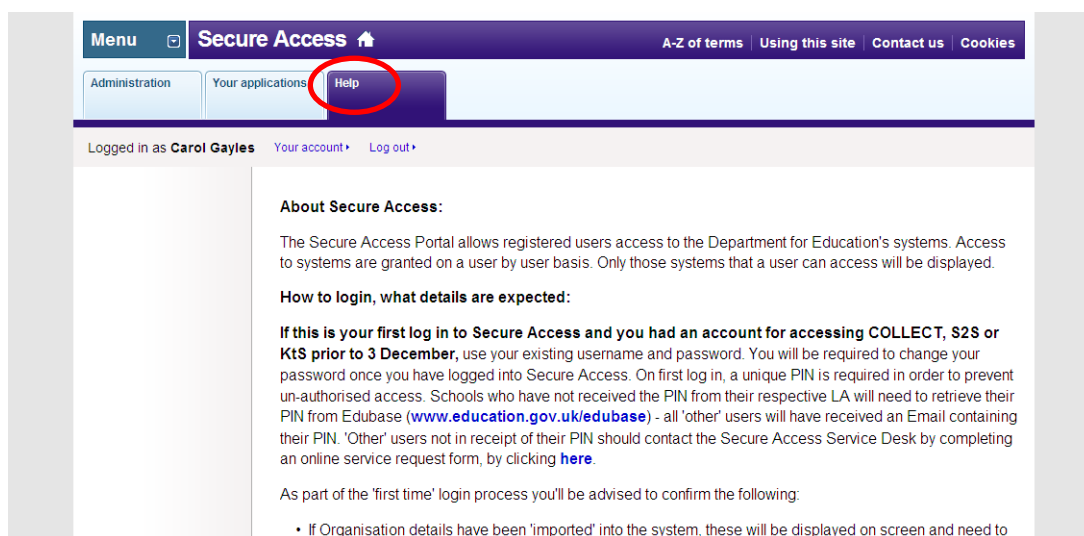
The screenshot shows the 'CHOOSE EXPORT FORMAT' dialog box. It has a title bar 'CHOOSE EXPORT FORMAT' and a main heading 'Export the current data for the selected Source'. Below the heading, it asks 'Please select the format that you wish to export this data:' with two radio button options: 'Export as XML' (selected) and 'Export as CSV'. The next section asks 'Please Select the Status that you wish to export this data: Either:' with a list of status options and checkboxes: 'All' (checked), 'Loaded and validated', 'Amended by source', 'Submitted', 'Amended by agent', 'Approved', 'Amended by collector', and 'Authorised'. At the bottom, there is an 'Export' button.

Help

COLLECT issues and Private Fostering queries

If you are experiencing problems with COLLECT or have a Private Fostering data collection query, please submit a [service request form](#) to the Education Data Division Helpdesk.

Secure Access issues



If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a [service request](#) to the SA Service desk.



Department
for Education

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